



## **PRESIDING CITY JUDGE**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To direct, organize and supervise the administration of the judicial and internal administrative functions of the Municipal Court. The Presiding City Judge shall perform administrative duties as set forth in Arizona Supreme Court Administrative Order 93-30-Revised. Administrative Rule VII-A Section 2 and as may be delegated by the Presiding Superior Court Judge. Serves as chief executive officer of the City of Tempe Municipal Court.

### **Supervision Received and Exercised:**

Exercises direct supervision over judicial and non-judicial staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Determine judicial assignments for assigned judges and establish and maintain standard working hours and times to discharge those assignments.
- Supervise judicial and non-judicial personnel; delegate duties and responsibilities as necessary.
- Establish docketing, calendaring and case management policies and procedures.
- Develop and supervise the administration of the Municipal Court budget.
- Assist the Presiding Superior Court Judge with the establishment of bond schedules in coordination with the justices of the peace in the county.
- Establish and implement standards and parameters for indigency screening, and guidelines for determination of indigency for the purposes of appointing a public defender.

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- Define and establish specific parameters within the bounds of the law and sound management practice, under which a defendant shall be granted the time to pay monetary sentences imposed; establish the standards for payment amounts.
- Comply with statistical reporting, jury management and records management policies and procedures established by the Supreme Court.
- Cooperate and coordinate with the Presiding Superior Court Judge concerning the administration of the Municipal Court.
- Perform related duties as assigned by the Presiding Judge of the Superior Court or the Supreme Court.
- May appoint a Court Administrator in accordance with ordinance provisions.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

An LLB or JD is required and judicial and administrative experience is preferred.

**This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0140**

**FLSA: Exempt**